



## **GRADUATE ADVISOR GUIDE**

**FALL 2011**

The process of moving a graduate student through the system to the ultimate goal of degree completion is a sequential process. This guide has been developed to help you understand this process.

## **Admissions**

The first requirement is that a student must complete a graduate application and pay the application fee. Applications are available online at <http://www.emporia.edu/grad/appinstr.htm> (online or pdf format).

Application is processed as follows:

- a. All students who complete an application for graduate study at Emporia State University are assigned an ESU email address and student ID number (SID). A letter is sent to students notifying them their application has been received and providing them with their assigned email address and instructions on how to access their SID. This letter also contains information about their BuzzIn (university portal) account, how to view the status of their graduate application and checklist of items missing from their file (both Graduate School and departmental), and assigned advisor (if applicable). The letter states that all further correspondence from the Graduate School will be via the ESU email address.
- b. If the student does not have all **official** transcripts (official transcripts are those that come directly from the institution in a sealed envelope or through a secure digital transcript service) on file, the department is notified of the student's application and interest in their program. The student's incomplete admissions file is scanned into In Progress in OnBase. Students are able to view the **official** transcripts missing from their file via their checklist in BuzzIn. Graduate policy allows students to enroll for one semester with an incomplete file. (Some departments do not allow students to enroll until their file is complete with the Graduate School and/or the department. Please check with your department Chair regarding your department's policy). When the application is processed, a hold will be placed on the student that will activate on the day prior to pre-enrollment for the semester following their first enrollment. This hold will automatically enforce this one semester policy and will not be released until all transcripts have been received. Students will not be eligible for financial aid or graduate assistantships until they are found eligible for a graduate program.
- c. When all of a student's transcripts are on file, the student's last 60 GPA is calculated. The student's file is scanned into \*OnBase, the department is notified that the new student's file is available for review in \*OnBase, and the student's Banner screens are updated. The student is sent an email (via ESU email) stating that his/her file has been forwarded to his/her major

department for eligibility determination. The student is still not eligible for financial aid or a graduate assistantship at this time.

### **Eligibility**

The department will be notified when a student's file is complete and ready for review in \*OnBase. It is the department's responsibility to review the student's file in \*OnBase and determine eligibility. The department will determine whether the student is to be:

- 1) Accepted
- 2) Accepted with Conditional/Probationary Requirements
- 3) Not Accepted

The department notifies the Graduate School via InfoPath of the eligibility determination. The form must state whether the student has been found eligible, eligible with conditions (specific requirements must be listed), or denied eligibility (specific reasons for denial must be listed), and list the assigned academic advisor (if accepted).

Upon notification of the student's eligibility, the Graduate School will send the student an email outlining the eligibility status. The student's Banner screens are updated with the application status and type of eligibility (if applicable). A copy of the eligibility and the student email are scanned into \*OnBase for viewing by the department. If the student is found eligible or conditionally eligible, he/she is now eligible for financial aid and a graduate assistantship.

If a student is determined not eligible by a department, the student's degree seeking application is inactivated. The student is sent an email notifying him/her of ineligibility. To return and/or enroll in course work, the student will need to submit a new application.

### **Qualifying Examinations**

If qualifying examinations are required by the department, official results of GRE or Miller's Analogy Test scores must be on file with the Graduate School. If the student has designated Emporia State as a recipient of these scores, the Graduate School will receive official scores from the testing company. Miller Analogies Scores are scanned into the student's file in OnBase, posted to the \*\*SOATEST record in Banner, and the department is notified of receipt of the scores. In the case of GRE scores, scores are uploaded by disk to the \*\*SOATEST record in Banner.

### **Degree Plans**

By the end of the first semester of enrollment, the academic advisor should meet with the student and determine what classes are required and what courses will be used as

electives to fulfill degree requirements. This plan should be signed by the academic advisor and department chair and forwarded to the Graduate School for review and approval by the Dean of the Graduate School.

### **Degree Candidacy**

The department must notify the Graduate School via email of a student's degree candidacy. The following items must be on file with the Graduate School before degree candidacy can be granted:

- 1) Release from Probation notification to the Graduate School if the student was admitted with probationary requirements.
- 2) An approved degree plan.
- 3) All qualifying exam scores on file with the Graduate School (if applicable).
- 4) A minimum of 6 graduate hours must have been successfully completed.

If all of the above requirements have been met, the Graduate School will process the degree candidacy and send an email notifying the student of his/her admission to candidacy for the degree. A copy of the email will be scanned into \*OnBase and the \*\*SHANCRS screen in Banner will be updated with the date of degree candidacy.

### **Applying to Graduate**

The student who is preparing to graduate must complete an "Intent to Graduate" form no later than March 1 for summer degree completion, July 1 for a December degree completion, and November 1 for a spring degree completion. The Intent is available online or in pdf format at <http://www.emporia.edu/grad/policies-forms/forms.html>. The SHADEGR screen in Banner will be updated with the date the "Intent to Graduate" is received.

**\*Please contact Cheryl O'Dell in TCS if you need instructions and password for using OnBase.**

**\*\*This is one of several graduate student screens available in Banner. Please complete the "ESU Banner Student Module Request Form" available in Buzzin' for security to access these forms.**

### **Graduate Assistants**

Graduate assistants are required to show normal academic progress (3.00 grade point average) each semester. When a student's semester grade point average (GPA) falls below 3.00, the student will be placed on academic probation and may be dismissed from her/his graduate assistantship position at the discretion of the department. Two consecutive semesters of a GPA below 3.0 will result in termination of the graduate assistantship. When a student's semester GPA falls below 2.5, the graduate assistantship will be terminated; the department may reappoint the student to a

graduate assistantship when the student's cumulative GPA is 3.00 or better and the most recent semester GPA is 3.0 or better.

The minimum course load for graduate assistants is six (6) hours during regular terms and three (3) hours for a summer term. The summer enrollment requirement will be waived for students holding an assistantship during the intercession period between the spring and summer semesters if the student held a graduate assistantship during the previous spring semester and maintained an enrollment of 6 cr. hrs. or the student was an enrolled graduate student and maintained an enrollment of at least 3 cr. hrs. Graduate assistants with a summer assistantship during the intercession not meeting either of these requirements will be expected to comply with the summer enrollment requirement of 3 cr. hrs. Courses which count toward the 6 credit hour enrollment requirement for graduate assistants must include required prerequisites or graduate courses. The student's advisor must request approval (prior to enrollment) for any courses that do not fit into either of these categories.

### **Graduate School Contacts:**

Peggy Anderson, Graduate Assistants, ext. 5508

Doug Cooper, Degree Conferral, ext. 5509

Seresa Howe, Eligibility, ext 5272

Mary Sewell, Graduate Admissions, ext. 6404

Pam Fillmore, Research and Grants, ext. 5351

### **Common/Recurring Problems**

- 1) **Students not clear what an official transcript is.** Official transcripts are transcripts enclosed in a sealed envelope from the granting university or sent by a secure digital transcript service from the granting institution. On occasion, transcripts are received and opened in the departmental office. These transcripts are still considered official if the department can verify they were received in an official envelope. Even though some transcripts are stamped "issued to student," they can be accepted if they are received in a sealed envelope from the institution.
- 2) **Failure to process course substitutions/exemptions.** The only way to make changes to a student's degree program is by emailing the substitutions/exemptions to the degree analyst in the Graduate School or by submitting a revised degree plan.
- 3) **Failure to submit change of grades for in-progress course work from previous semesters.** This often happens with those students who have been enrolled in practica or thesis. Once the practicum or thesis has been completed, a "change of grade" must be submitted to the Transcripts & Records Office to have the grade changed.
- 4) **Degree Candidacy submitted out of sequence.** A student must have

- completed all qualifying exams as required by the department and the student must have completed a minimum of 6 graduate credit hours.
- 5) **Acceptance of transfer work without official transcripts having been filed with the Graduate School.** The Dean of the Graduate School will not approve a degree plan with transfer work unless an official transcript from the university/universities has been received in the Graduate School. The maximum number of transfer hours allowed is 9 for programs requiring fewer than 40 hours and 15 for programs requiring 40 or more hours of graduate coursework, and no course work can be transferred in unless the student has earned an A, B, or P. No grade of C or lower can be transferred in. Transfer work must have been taken for graduate credit from the university/universities from which the credit is transferred and be applicable toward a graduate degree at that university.
  - 6) **Failure to complete degrees within the 7-year time limit.** A student is allowed a total of 7 years, or 21 semesters, to complete a graduate degree. With departmental approval for extenuating circumstances, the limit is 8 years, or 24 semesters. The count begins with the semester in which the first course for the degree was taken.
  - 7) **“C” grades.** A course numbered 500-600 level in which a student received a grade of “C” cannot be used to fulfill graduate degree requirements. 500-600 level courses are considered lower-level graduate courses and grades of A, B, or P must be received in these courses. *Please note: Not all 500-600 level courses are for graduate credit.*
  - 8) **Policy requiring enrollment the semester the degree is conferred.** A student must be enrolled in a minimum of 1 credit hour at ESU the semester in which the degree is actually completed. Any requests for an exception of this policy must be directed in writing to the Dean of the Graduate School, with a detailed explanation of why the exception should be granted.